

**WASHINGTON STATE  
CONSERVATION COMMISSION**

**ADMINISTRATIVE POLICY**

**Interim Approval for Commission Member Travel**

This policy is to define the process for approval of Commission Member travel and travel for those individuals asked to provide a service or advice to the Commission in the interim between regular Commission meetings.

OFM Subsection 4.2.3.1.2 (2)(a) states “Individuals serving on either a Class Two, Three, or Four board, commission, or committee, as defined by RCW 43.03.230, 43.03.240, or 43.03.250 respectively, are to be reimbursed allowable travel expenses on the same basis and under the same regulations as regular state officials and employees, unless specifically provided otherwise in statute.

As the Commission meets bi-monthly, should the need arise in the interim between regular meetings, travel may be authorized by the Commission’s Chair and Vice Chair. At the next regularly scheduled Commission meeting, the full body shall approve any interim travel for its members and/or non-members as defined above.

Approved:

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Steven R. Meyer  
Executive Director

May 21, 1998  
Date